

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CERTIFIED FOOD SERVICE ADMINISTRATOR
CLASS CODE: 2415

FLSA STATUS: NON-EXEMPT

EFFECTIVE DATE: 6/27/2013 (Revised 4/22/08 version of 4009)
DEPARTMENT: SHERIFF

JOB SUMMARY

Under broad direction of a Lieutenant - Corrections, performs supervisory and administrative work in directing the Utah County Jail Kitchen.

ESSENTIAL FUNCTIONS

Establishes policies and procedures for effective and efficient Jail Kitchen operation; Informs Corrections Specialists of food distribution procedures; Maintains security of both inmates and staff by actively enforcing established protocol.

Oversees staffing decisions including hiring, training, performance evaluation, discipline, scheduling of work load, and retention of assigned personnel.

Prepares and submits budget for Jail Kitchen annually; Analyses food prices and oversees food purchasing including compliance with provisions of the State bidding process; Monitors deliveries and expenditures including oversight of inventory control.

Ensures kitchen operation and storage meet health and sanitation codes; Plans and maintains continual five-week menus to simplify purchasing and to ensure meal variety and nutrition; Consults with a nutritionist to ensure compliance with federal nutrition guidelines for all meals including religious and special dietary needs.

Oversees the Meals on Wheels Food Program including preparation and packaging of meals, monitoring the budget and contract negotiation.

Develops and maintains positive relationships with community resources and vendors.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of: food service sanitation, food storage, and inventory procedures; special-diet meal preparation and menu design; financial aspects of food service management

Skill in: operation of kitchen equipment and machines; supervisory techniques; budget preparation and monitoring; standard computer operation including using Microsoft Word and Excel.

Ability to: maintain cooperative relationships with those contacted in the course of work activities; communicate instructions clearly; read and follow written instructions; manage complex food services operation; ability to identify and mitigate situations that may impose safety or health risks.

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PHYSICAL DEMANDS

Regularly: walks, stands, or stoops; uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail; distinguishes between shades of color; communicates via radios.

Occasionally: lifts or otherwise move objects weighing up to 50 pounds; ascends or descends a ladder or step-stool; restrains individuals weighing 200 pounds or more; drives a motor vehicle.

Must Meet all physical requirements established by POST.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled room and in a partially environmentally controlled building; Work exposes incumbent to varying temperature such as cold from freezers and heat from cooking sources; Work exposes incumbent to noise and conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work exposes incumbent to contagious or infectious diseases or hazardous chemicals; Work requires use of protective devices such as masks, goggles, and gloves; Work is performed in direct contact with inmates and exposes incumbent to unknown, and potentially dangerous, and/or life-threatening conditions.

EDUCATION AND EXPERIENCE

Equivalent to a Bachelor's degree or (4) years of specialized training in food service management and five (4) years of professional food service experience of which (2) years were as a supervisor. Equivalent combinations of education and experience may also be considered. Preference may be given for institutional food service experience.

LICENSING AND CERTIFICATION

- Must possess a valid Food Handler's Permit;
- Must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment;
- Must possess or obtain Corrections Officer certification through a POST (The Utah State Peace Officer Standards and Training Certification Agency) accepted correctional academy during the probationary period for new hires, the trial period for promoted County employees, or the first six months in the classification for County employees being reassigned or transferred to this classification. Incumbents must successfully complete annual training required to maintain certification.

Requirements for obtaining Corrections Officer certification include being 21 years of age, being a United States citizen, and the ability to meet the required fitness levels of the Cooper Single Norm Physical Assessment Test which include cardiovascular endurance, muscular endurance, and strength testing.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.